

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 15, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Denis Anderson	.....	Member
	Ron Christianson	.....	Member
	Jim Dokken	.....	Member
	Charlene Stevens	.....	City Administrator

Others present: Labor Attorney, Frank Madden (via conference call) and Finance Director Steve Okins.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      Closed Session Pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies

Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. The motion carried and the meeting was closed at 4:46 p.m. Labor Attorney Frank Madden joined the closed session via conference call.

#### Item No. 4      Reopen Meeting

The meeting was reopened at 5:25 p.m. upon motion by Council Member Anderson, seconded by Council Member Christianson and carried. Finance Director Steve Okins joined the meeting at this time.

#### Item No. 5      Public Works Director/City Engineer Vacancy

City Administrator Stevens reviewed the advertisement and hiring process for the Public Works Director/City Engineer stating five applicants had been interviewed. Ms. Stevens recommended the hiring of Sean Christensen as Public Works Director/City Engineer effective March 13, 2014 at a salary of \$91,924 plus benefits. Ms. Stevens also recommended a relocation allowance of \$5,000.

Following discussion, Council Member Dokken made a motion, seconded by Council Member Anderson to approve the hiring of Sean Christensen as Public Works Director/City Engineer at an annual salary of \$91,924 and to also approve the relocation allowance of \$5,000. The motion carried.

Item No. 6      Clerk/Secretary for Public Works – Authorization to Fill Vacancy

Ms. Stevens introduced a request to fill the Clerk-Secretary position for Public Works which had recently become vacant due to an internal promotion. Ms. Stevens stated that the position would be posted internally and externally. Ms. Stevens stated that the job description had been reviewed and updated.

Following discussion, Council Member Anderson made a motion, seconded by Council Member Dokken, to fill the vacancy of Public Works Clerk/Secretary. The motion carried.

Item No. 7      Clerk/Typist for Fire Department – Authorization to Fill Vacancy

Ms. Stevens introduced a request to fill the Clerk-Typist position recently vacated due to a career change by the individual. Ms. Stevens stated the position is only an .8 FTE position, but does provide essential support to the Fire Department. Ms. Stevens stated that the job description had been reviewed and updated.

Following discussion, Council Member Anderson made a motion, seconded by Council Member Dokken, to fill the vacancy of Clerk/Typist for the Fire Department. The motion carried.

Item No. 8      Strategic Planning

Chair Ahmann presented his concepts for strategic planning, including a potential outline of the process (see attached). Chair Ahmann stated his thoughts on the importance of strategic planning and having input from Council, staff, and constituents and asked those present for their input.

Council Member Anderson suggested some possible topics for strategic planning and some similar suggestions to those of Chair Ahmann (see attached).

The committee discussed using the committee nights as possible work sessions or venue and discussed the merits of having a facilitator and full council participation or dividing topics by committee.

Chair Ahmann encouraged members to look at what other cities had done for strategic planning and referenced some models from Salt Lake City, UT and Wood Buffalo, Canada.

The committee agreed to have further discussion with the full council.

Item No. 9      Other Business

Chair Ahmann asked if the building inspection program with the County was still working effectively and Ms. Stevens stated that it was.

Chair Ahmann also recommended the Finance Committee look at how community funding requests are handled as part of the budget process for 2014.

Chair Ahmann also asked about language training for City staff. Ms. Stevens stated that departments work within the training budgets and that the City is making an effort to recruit multi-lingual staff.

There being no further business to come before the Committee the meeting was adjourned at 6:15 p.m. on a motion by Council Member Dokken, seconded by Council Member Anderson.

Respectfully submitted,

Charlene Stevens,  
City Administrator